

HOSP-2700: HOSPITALITY PURCHASING

Cuyahoga Community College

Viewing: HOSP-2700 : Hospitality Purchasing

Board of Trustees:

MARCH 2024

Academic Term:

Fall 2024

Subject Code

HOSP - Hospitality Management

Course Number:

2700

Title:

Hospitality Purchasing

Catalog Description:

Overview of the standard principles and practices for selecting and purchasing food, beverages, supplies, equipment, and services for hospitality operations. Ordering, receiving, storage, issuing, inventory, controls, and payment will also be covered. Additional topics include government regulations, economic impact, and maintaining vendor/supplier relations. Purchase orders and specifications will be created. Field trips may be required.

Credit Hour(s):

2

Lecture Hour(s):

2

Lab Hour(s):

0

Requisites

Prerequisite and Corequisite

HOSP-1020 Sanitation and Safety, and HOSP-1031 Fundamentals of Culinary Arts.

Outcomes

Course Outcome(s):

Review and create product and equipment specifications to determine items that meet specified hospitality business requirements.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Determine make-buy decisions.
2. Identify facets of purchasing administration.
3. Discuss the responsibilities of a full-time purchasing agent.
4. Explain the process for developing specifications.
5. List items to include on specifications.
6. Explain factors influencing information on specifications.
7. Identify problems with specifications.
8. Describe measures of quality.
9. Utilize computer application technology for purchasing products.
10. Use selection criteria for various products to write specifications.
11. Use software to find prices and to develop specifications.
12. Identify legal aspects of purchasing.
13. Explain regulations of inspecting, grading, and labeling foods.

Course Outcome(s):

Research and select reliable distributors/supplier to meet hospitality business needs.

Objective(s):

1. Relate differences in purchasing procedures to various purchasing organizations.
2. Establish criteria for selection of purveyors.
3. Identify and explain procedures for ordering.
4. Identify and describe receiving procedures.
5. Identify sources and channels of distribution of products and service for the hospitality industry.
6. Explain values added as products come through the distribution channel.
7. Recognize the impact of forces that determine costs: economic, political, ethical, legal, and technological.
8. Discuss ethical considerations in purchasing.

Course Outcome(s):

Analyze product and equipment pricing and determine impact for the business, including customer satisfaction and return on investment.

Objective(s):

1. Determine optional inventory and order amounts.
2. Apply basic calculations to determine needs/purchase amounts.
3. Calculate ordering and storage costs.
4. Describe ordering procedures to optimize costs.
5. Determine optional price considering factors that impact price.
6. Determine optional payment policy.
7. Explain the mechanics of bill paying.
8. Compare the pros and cons of various buying plans.
9. Develop a checklist for evaluating suppliers.
10. Calculate inventory value and food costs for an operation.
11. Use software to place food orders and analyze market functions and product costs.
12. Identify activities, objectives, and major problems common to hospitality operations.

Course Outcome(s):

Select products and services for hospitality operations based on relevant factors.

Objective(s):

1. Identify and explain storage and inventory management procedures.
2. Identify security problems and methods for prevention.
3. Outline yield grades and quality grading for meat.
4. Use North American Meat Processers (NAMP) specification for meats.
5. Distinguish varieties of alcoholic beverages: beers, wines, and spirits.
6. Conduct a can cutting to compare yield and quality.
7. Using a menu, prepare a market order for a specific number of servings.
8. Conduct web-based searches for purchasing products.
9. Determine meat yield and cost comparison based on butcher tests and shrinkage including convenience products.

Methods of Evaluation:

1. Purchase Order Assignment
2. Specifications Assignment
3. Chapter Tests/Quizzes
4. Final Exam

Course Content Outline:

1. The Concepts of Selection and Procurement
 - a. Definitions and terms
 - b. Sustainability, ethics and social responsibility
 - c. Purchasing function in various operations

2. Technology in Purchasing
 - a. Commonly used technology
 - b. Trends
3. Distribution Systems
 - a. Distribution for food, nonalcoholic beverages and nonfood supplies
 - b. Distribution for alcoholic beverages
 - c. The role of the buyer and supplier
 - d. Optimal economic values and supplier services
 - e. Economic, political, ethical, and legal forces
4. The Purchasing Function
 - a. Purchasing activities
 - b. Conducting research
 - c. Purchasing objectives
 - d. Common problems
5. Administration of Purchasing Function
 - a. Planning, organizing, staffing, and training
 - b. Budgets and controls
 - c. Establishing policies
6. Purchase Specifications
 - a. Purpose
 - b. Information found on specifications
 - c. Problems
 - d. Measures of quality
7. Ordering
 - a. Optimal amount
 - b. Par stock method
 - c. Ordering procedures
 - d. Creating a purchase order
8. Pricing and Costs
 - a. Optimal price
 - b. As Purchased (AP) vs. Edible Portion (EP) cost
 - c. How prices are determined
 - d. Adding value
9. Supplier Selection
 - a. Supplier selection criteria
 - b. Price and payment policies
 - c. Buying plans
 - d. Working with suppliers
 - e. Evaluating suppliers
10. Receiving
 - a. Objectives
 - b. Invoice receiving
 - c. Proper practices
 - d. Reducing receiving costs
11. Storage and Security
 - a. Objectives
 - b. Managing storage facilities
 - c. Controls and security
 - d. Common problems
 - e. Preventing loss
12. Purchasing Food
 - a. Fresh produce
 - b. Processed produce and grocery items
 - c. Dairy
 - d. Eggs
 - e. Poultry
 - f. Fish
 - g. Meat

- h. Challenges
 - i. Selection factors
 - j. Receiving, storage and issuing
 - k. Size, form, packaging and related considerations
 - l. Selection factors
 - m. Receiving, storage and issuing
13. Purchasing Beverages
- a. Selection factors
 - b. Pricing
 - c. Receiving, storage and issuing
 - d. Alcoholic beverages
 - e. Non-alcoholic beverages
14. Non-Food expense Items and Furniture Fixtures and Equipment
- a. Management considerations
 - b. Selection factors
 - c. Financing
15. Purchasing Services
- a. Procedures
 - b. Selection factors
 - c. Cleaning and maintenance services
 - d. Advertising
 - e. Consulting, financial and insurance services

Resources

Reed, Lewis. *Specs: The Foodservice and Purchasing Specification Manual*. Edition 1. Wiley, 2011 (classic text).

Feinstein, Andrew H. and Stefanelli. *Purchasing for Chefs: A Concise Guide*. 2nd. Wiley, 2009.

Molt, Mary. *Food for Fifty*. 14th Ed. Upper Saddle River, N.J.: Pearson Prentice Hall, 2017 (classic text).

National Association of Meat Purveyors. *Meat Buyer's Guide to Standardized Meat Cuts*. Hassell Street Press, 2021.

Robinson, Fiona, ed., et al. *Seafood Handbook The Comprehensive Guide to Sourcing, Buying and Preparation*. 2nd. Wiley, 2009.

North American Meat Processors Association. *The Meat Buyers Guide: Meat, Lamb, Veal, Pork and Poultry*. NAMP, 2021.

Oakley, Hugh. "The Buying Guide for Fresh Fruits, Vegetables, Herbs and Nuts"

Green, Aliza. *Field Guide to Seafood: How to Identify, Select, and Prepare Virtually Every Fish and Shellfish at the Market*. 1st. Quirk Books, 2007.

Green, Aliza. *Field Guide to Produce: How to Identify, Select, and Prepare Virtually Every Fruit and Vegetable at the Market*. 1st. Quirk Books, 2004.

Green, Aliza. *Field Guide to Meat: How to Identify, Select, and Prepare Virtually Every Meat, Poultry, and Game Cut*. 1st. Quirk Books, 2005.

Sanagan, Peter. *Cooking Meat: A Butcher's Guide to Choosing, Buying, Cutting, Cooking, and Eating Meat*. 1st. Appetite by Random House, 2020.

Lynch, Francis. *The Book of Yields: Accuracy in Food Costing and Purchasing*. 8th. Wiley, 2010 (classic text).

"Crains Cleveland Business"

"Hospitality Upgrade"

Resources Other

1. <https://usfoods.com/index.html> (<https://usfoods.com/>)

Instructional Services

OAN Number:

CTAN Approved: Career Technical Assurance Guide CTCF009

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